**REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE, JAIPUR**

 **Training on Financial Management**

 **(3 Days Course)**

**( 06.01.2025 to 08.01.2025 )**

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| **Training Schedule** |
| **SESSION TIMINGS** | **NON-SESSION TIMINGS** |
| I 10:15 AM to 11.30 AMII 12:00 Noon to 1:15 PMIII 02:15 PM to 03.30 PMIV 04:00 PM to 5.15 PM | 11.30 AM to 12.00 Noon1.15 PM to 2.15 PM;03.30 PM to 04.00 PM |
| **DAY**  | **Session**  | **Topic** | **Name of Faculty** |
| 06.01.25Monday  | 10.00 AM | Inauguration of Course | Principal Director, RCB&KI, Jaipur |
| I  | Salient Features of GFR 2017.  | Shri Rajeev Maheshwari, AAO O/o PAG (A&E), Jaipur |
| II  | **Assignment of budget** • Upload of Budget requirement through iBEMS and **Reports in iBEMS** **followed by hands on session**  | **Shri Dinesh Lohar, AAO, RCB&KI, Jaipur** |
| III  | **Introduction to PFMS** * Introduction
* its use in the department and
* Functions of PFMSfollowed by hands on session
 | **Shri Pankaj Tiwari, AAO O/o PAG (A&E), Jaipur** |
| IV  | **Demonstration of PFMS modules** * DDO Module
* PAO Module etc followed by hands on session
 | **Shri Manoj Gupta, AAO, O/o PAG (A&E), Jaipur** |
| 07.01.25Tuesday | I  | **Registration & role of DDO in PFMS** * Registration of Drawings & Disbursing Officer and
* his/her role & responsibility followed by hands on session
 | **Shri S.K. Jain, Sr.AO/Faculty****Shri Dinesh Lohar, AAO , RCB&KI, Jaipur** |
| II  | **Bill Process in PFMS** * Bill/Expenditure/Challan Entry/Transfer Entry/Non-PFMS Entry
* Procedure of passing salary bills,
* Preparation & submission of ROE, Syncing of iBEMS data into PFMS

**Registration part of Dealing hand, AAO & DDO office and PAO office followed by hands on session**  | **Shri Pankaj Tiwari, AAO O/o PAG (A&E), Jaipur** |
| III  | **Bill Processing in Employee Information System (EIS) by DDO** • Entry of Employees details, Pay bill processing, **Supplementary bill processing & other Bills processing etc. followed by hands on session**  | **Shri Manoj Gupta, AAO, O/o PAG (A&E), Jaipur** |
| IV  | **Registration Part of PFMS**: * Division, PD maker, checker in DDO office and PAO office,
* Vendor/Agency/Misc. Users, Approval of users at various levels. Examples etc. followed by hands on session

**Hands on session**  | **Shri Manoj Gupta, AAO, O/o PAG (A&E), Jaipur** |
| 08.01.25Wednesday | I  | **Workflow of PFMS**: * Processing of bill PD,
* Landing of bills on PFMS through EIS/iBEMs
* Receiving and processing the bills till e-payment/cheque payment etc followed by hands on session
 | **Shri Manoj Gupta, AAO, O/o PAG (A&E), Jaipur** |
| II  | **DDO functions** * Demand of Additional Budget, Submission of Flash figures, Surrender of savings, Time bound process of budgeting.
* Delegation of Financial and Administrative Powers,2022, General and specific instructions based on budget circular of the relevant financial year.
* followed by hands on session.
 | **Shri Pankaj Tiwari, AAO O/o PAG (A&E), Jaipur** |
| III  | **Revised Estimates:** • Mid-year Review of possible Revenue and expenditure during current financial year, taking into accounts the rest of expenditure, New services and New instrument of Services etc. **Budget Estimates for ensuing financial year-Accuracy in preparation of Revised Estimates as well as Budget Estimates followed by hands on session**  | **Shri Pankaj Tiwari, AAO O/o PAG (A&E), Jaipur** |
| IV  | **End Couse Assessment, Feedback and Valediction**  |  |

**(Pramod Kumar Jain)**

**Course Director**